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*Office Memorandum* • UNITED STATES GOVERNMENT

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TO : Mr. [REDACTED]

FROM : Payroll

DATE: 13 April 194

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SUBJECT: Voluntary contributions to retirement fund.

In reply to your question as to whether or not employees on Special Funds Payroll can make voluntary contributions to the retirement fund the following is submitted.

1. Employee must submit direct to retirement division, U. S. C. S. Commission, Washington, D. C. standard form #104 - "Election to make voluntary contributions". No remittance is sent with this form. If application is accepted, Commission will furnish proper forms to be used in transmitting deposits.

2. Before employee can purchase additional annuity by voluntary contributions he must:

- A. Make redeposit of any prior refunds.
- B. Make deposits to cover any civilian service after July 31, 1920, for which retirement deductions from salary were not made.

3. Employee must be on the Agency's payroll at time voluntary deposits are made. For security reasons employees on Special Funds have not been allowed to make deposits for retirement deductions which were not withheld from their salary for periods of employment prior to 20 October 1946. Because of this fact, this would seem to bar employees on Special Funds from making voluntary contributions to the retirement fund, since this restriction would prevent employees from complying with item 2-B above.

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